

**DAUPHIN COUNTY RULE OF JUDICIAL ADMINISTRATION  
Rule 5102. Custody of Exhibits. General Provisions.**

**(a) During Court Proceedings before Judge.**

- (1) The Court Crier shall be designated as the custodian of all documentary exhibits and photographs of non-documentary exhibits accepted or rejected during the court proceedings.
- (2) The Court Crier/Clerk shall maintain the Index of Exhibits for each party during the court proceedings. The Court Crier/Clerk shall use the form supplied by Court Administration which shall be in the following format:

**INDEX OF EXHIBITS**

Exhibit No.	Description/Title	Admitted or Rejected (A or R)	Sealed by Court Yes or No (Confidential)

- (3) The proponent shall include a Confidential Information Form or Confidential Document Form for any exhibit offered into evidence that contains confidential information or confidential documents as defined in *the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. These forms shall be given by the proponent to the Court Crier/Clerk at the time the evidence is introduced.

**(b) After Court Proceedings before Judge.** The Court Crier shall be designated as the custodian of all documentary exhibits and photographs of non-documentary exhibits after court proceedings have concluded.

- (1) The Court Crier shall:
  - (i) retain or take custody of all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings;
  - (ii) file all documentary exhibits, photographs, and photographs of non-documentary exhibits with the records office within five (5) business days of the conclusion of the court proceedings; and

- (iii) secure and maintain all other non-documentary exhibits as directed by the Court or agreed to by the parties.
- (2) The Court Crier shall file the Index of Exhibits with the exhibits in the records office.
- (c) **Proceedings before Divorce Hearing Officer and Juvenile Hearing Officer.**
  - (1) In proceedings before the Divorce Hearing Officer and Juvenile Hearing Officer the Hearing Officer shall be the custodian of the documentary exhibits.
  - (2) The Hearing Officer shall retain all documentary exhibits, photographs, and photographs of non-documentary exhibits accepted or rejected during the court proceedings.
  - (3) The Hearing Officer shall prepare the Index of Exhibits and file the Index of Exhibits with the exhibits in the records office.
  - (4) The Hearing Officer shall ensure that a Confidential Information Form or Confidential Document Form for any exhibit offered into evidence that contains confidential information or confidential documents as defined in *the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* was completed and filed with the exhibit.